Civil Service Commission Annual Report 1985

86-04063/

ANNUAL REPORT

OF THE

CIVIL SERVICE COMMISSION

OF THE

PROVINCE

OF

PRINCE EDWARD ISLAND

FOR

1985

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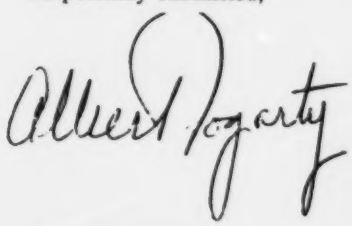
The Honourable Lloyd G. MacPhail
Lieutenant Governor of Prince Edward Island

Dear Sir:

I have the honour to transmit the Annual Report of the Civil Service Commission of Prince Edward Island for the year ending December 31, 1985.

Respectfully submitted,



Albert P. Fogarty
Minister Responsible for the Civil Service Act

The Honourable Albert P. Fogarty
Minister Responsible for the Civil Service Act
Province of Prince Edward Island
Charlottetown
Prince Edward Island

Dear Sir:

We have the honour to present to you the Annual Report of the Civil Service Commission for the year ending December 31, 1985. The report contains detailed information about the many programs and activities undertaken by the Commission.

Respectfully submitted,

Don G. MacCormac
Chairman

E. June Hicken
Commissioner

Kenneth A. Walker
Commissioner

REPORT
of the
PRINCE EDWARD ISLAND
CIVIL SERVICE COMMISSION

This report covers the activities of the Civil Service Commission and its staff during the period of January 1, 1985 to December 31, 1985. It is submitted pursuant to Section 4(1)(f) of the *Civil Service Act*.

CHAIRMAN'S MESSAGE

The preparation of our Annual Report gives me the opportunity to share with you the major activities and achievements of the Civil Service Commission during 1985.

The mandate of the Commission is to administer the Civil Service Act. Our goal is to provide corporate leadership and direction in human resource management so that the government may achieve its objectives through an effective and committed work force.

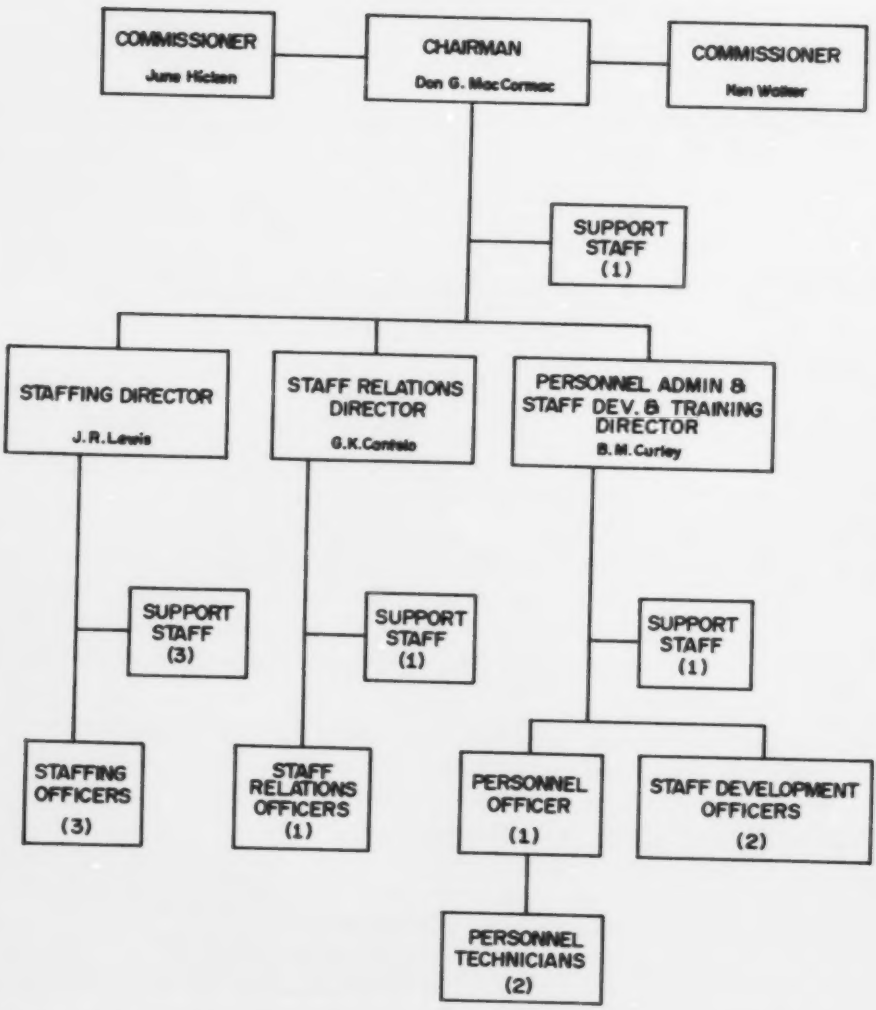
Prince Edward Island has a very competent civil service; one of the objectives of the Commission is to ensure that this situation continues. In our Staffing, Training and Classification efforts, we strive to develop and maintain a government workforce of which Islanders can be proud. In this report, we outline major initiatives in Career Mobility and Affirmative Action for the Disabled, as well as the on-going activities of the Commission.

I would like to thank my fellow Commissioners and each of the committed and hardworking Commission staff for making 1985 a successful and productive year. As well, special thanks is given to the many Government employees whose cooperation and assistance made our task more manageable.

Don G. MacCormac
Chairman

CIVIL SERVICE COMMISSION

Organization Chart



December 1985

THE CIVIL SERVICE COMMISSION

The Civil Service Commission, which consists of a full-time Chairman and two part-time Commissioners, is appointed pursuant to the Civil Service Act and establishes overall policies in accordance with the Act. The Commission receives assistance from personnel specialists and support staff. The Chairman is the Chief Executive Officer.

The Civil Service Commission is responsible for:

1. Staffing the civil service. (Recruitment, selection, placement, transfer, and promotion.)
2. Providing Training and Development programs for employees in the civil service.
3. Developing and maintaining a Classification Plan as a basis for equitable compensation of employees performing the same kind or level of work.
4. Ensuring the equitable treatment of employees by monitoring the interpretation and administration of the Civil Service Act, Regulations, and Collective Agreement.

The Commission works to ensure that appointments to or transfers within the civil service are made in keeping with the merit principle and the Civil Service Act. Procedures have been established to ensure that citizens have a reasonable opportunity to obtain employment at all levels of the civil service while affording employees an opportunity to obtain promotions and pursue a career within the civil service.

STATISTICS AT A GLANCE . . .

	Full-Time	Part-Time	Total
1. Employees on Payroll:			
Executive Division	38	-	38
Classified Division	2478	485	2963
Casual Division			
Temporary	473	26	499
Relief	179	43	222
Contract	28	-	28
Student	-	6	6
Total Employees			3755
2. Separations from the Classified Service			186
3. Turnover Rate in the Classified Service			5%
4. Appointments to Classified Positions			356
5. Applications per Competition (average)			18
6. Applicants Interviewed per Competition (average)			13
7. Disabled Candidates Hired by Special Placement			6
8. Secondments Authorized			11
9. Employee Transfers			13
10. Temporary Assignments Authorized			10
11. Classification Reviews:			
a) By the Commission			192
b) By the Classification Appeal Board			25
12. Staff Development and Training:			
a) Participant Training Days			2512
b) In-Service Courses			120
13. Salary increases (average)			3.6%
14. Employees Enrolled in Deferred Salary Plan			16
15. Workers' Compensation Claims			150

COMMISSION COMMENTARY

PERSONNEL ADMINISTRATION

The Commission is satisfied with the practice of personnel administration within the civil service. Departments and Agencies are complying with the provisions of the Civil Service Act and its Regulations, and generally are providing sound human resource management.

STAFFING

Interest in securing employment in the civil service continues to be high. Over 5000 people submitted applications this year, and more than 400 candidates were appointed to positions.

TRAINING

Our Staff Development & Training Branch continues to meet the training needs of employees, despite limited resources. Over 1200 employees took the opportunity to acquire new skills or sharpen their present capabilities. We believe that staff development is important if Government is to continue to operate efficiently and effectively.

SALARIES

Appendix G provides a detailed profile of the civil service by salary groupings. An analysis of this data shows that the average salary for a full-time classified employee is:

	1984	1985	Increase
Male:	$26,383	$27,303	3.5%
Female:	$20,318	$21,338	5%

In 1984 the average full-time classified female employee earned 77% of her male counterpart; in 1985 this increased to 78%. The generally quoted figure for the economy as a whole is that females earn about 64% of what males earn.

BENEFIT PLANS

The Commission is concerned about the high usage and high cost of various employee benefit plans relating to sickness and accidents.

Last year's report noted the sharp increase in costs to maintain Worker's Compensation benefits. There was another 58% increase this year in direct payments to the Board; these payments now cost Government about $740,000 annually, in addition to the salary continuation to the injured employee.

Employees used 19,950 sick days during the year — an average of 6.5 days per employee. If all of these employees had to be replaced during their absence, the cost to Government would be $1.6 million.

There were 53 employees receiving benefits from the Long Term Disability Insurance plan at year end, while at the same time last year the number was 40.

It is recommended that a comprehensive review of these plans be carried out. This study should determine if the plans are being abused, whether there is duplication of coverage, and should recommend remedial measures. It might be necessary to establish an Employee Wellness Program to reduce the number of accidents and to implement measures to reduce absences due to illness.

EMPLOYMENT OPPORTUNITIES FOR THE DISABLED

Recognizing the grave difficulties experienced by most disabled people in finding employment, the Provincial Government is taking special measures to actively recruit and place disabled candidates in employment. The overall objective is to increase the number of employable disabled individuals in the civil service.

The Program is administered by the Civil Service Commission, and the special efforts consist of:

(i) Special Recruitment: The Commission attempts to recruit employable disabled candidates for job vacancies in the civil service. The candidates compete in the normal manner for classified positions for which they are qualified.

(ii) Special Placement: The Commission will fill some temporary jobs by offering "term" appointments to employable disabled persons who lack the experience to successfully compete for permanent positions. Candidates can be hired for up to two years to acquire experience and training, and to demonstrate their capabilities. During their "term" employment, the candidates will compete in the normal process for permanent positions in which they are interested and qualified.

The Commission establishes an inventory of employable disabled candidates who are seeking employment by accepting applications from disabled candidates and by accepting referrals from the many agencies who assist the disabled.

To qualify for Special Placement, candidates must be:

(i) disabled to a degree that they have difficulty in finding employment in a way which would not be encountered by a person of equivalent potential competence, but without the disability; and

(ii) registered with the Canada Employment Centre or their Outreach Program, or otherwise able to show that they have been actively seeking employment; and

(iii) capable of performing job functions.

Six candidates were hired under Special Placement in 1985.

CAREER MOBILITY

As a result of budget restraint, restrictions on program growth and low turnover, many employees are experiencing "career blockages". Very often these employees become stagnant, lack enthusiasm and may simply give up trying to advance their careers.

In an effort to alleviate this situation, the Commission initiated a number of measures designed to increase employee mobility:

(i) Deferred Salary Plan

(ii) Temporary Assignment Program

(iii) Long-Term Leaves of Absence

(iv) Secondments

Deferred Salary Plan

This plan provides employees with the opportunity of taking a one-year leave of absence with pay, by spreading 4 year's salary over a 5 year period.

In the first 4 years of the Plan, employees receive 80% of their regular salary. The remaining 20% is accumulated, and this amount, plus interest earned, will be paid during the year of leave.

Variations of the 4 over 5 plan may be entered into by mutual consent, however periods of leave for less than one year are not allowed.

Sixteen employees enrolled in the Plan during 1985.

Temporary Assignment Program

The Temporary Assignment Program is a voluntary program of temporary work assignments for civil servants desirous of furthering their careers.

Objectives Of The Program Are:

(i) To provide employees with an opportunity to experience a variety of work, develop skills and utilize untapped abilities.

(ii) To enable employees to explore new career paths.

(iii) To create a pool of employees available to take on priority assignments.

Assignments vary in length from 3 months to 12 months and may be used to handle a temporary increase in workload, to complete a special project, or to replace a regular employee on extended leave.

Long Term Leaves Of Absence

Until recently, there had to be some specific benefit to the employer before long term leave could be granted.

The Commission reviewed the policy, decided that the basis for granting sick leave could be relaxed, and issued a new set of criteria:

> "An employee may be granted a leave of absence without pay for a period of up to two (2) years providing operational requirements permit, and the cumulative leave throughout the employee's service does not exceed twenty-four months."

Secondments

Secondment is the temporary transfer of an individual for a specific period of time into another job. Such a secondment may be within a department or agency, between departments or agencies, or between the Government and outside organizations.

Secondment is intended to provide and/or obtain expertise for a specific purpose and for a predetermined period, and/or to provide a mechanism for an employee to obtain a more varied work experience.

The Commission entered into a agreement with Holland College this year to encourage, promote and facilitate exchanges and secondments between the two organizations.

JOB EVALUATION

The classification structure of an organization should be reviewed periodically, but the last complete review of the civil service occurred in 1969. In the meantime, Treasury Board has expressed concern over "classification creep" or the tendency for

too many classifications to be upgraded. In 1985, 75 jobs were upgraded and 7 were downgraded.

To ensure that all jobs are properly classified, the Commission began reviewing the classification of groups of employees; the nursing group has been completed and work on Social Workers is underway.

The Commission believes it is now necessary to have a review of all civil service positions, utilizing a new job evaluation method. Such a review would update the evaluation of all positions using a point rating system, reduce the overall number of classifications, and the system would be more easily understood by employees and managers.

The necessary funding to undertake such a comprehensive review is being sought.

STAFFING BRANCH

The Staffing Branch arranges for the filling of job vacancies by advertised competitions or by other recruitment and selection procedures in accordance with the Act and the merit principle. Branch personnel work closely with departmental personnel in assessing candidates against selection criteria which are consistent with the position requirements. Qualified candidates are asked to appear for a personal interview before a Selection Board, and are sometimes required to take examinations.

HIGHLIGHTS AND INITIATIVES

During the year, the Branch was active in a number of special staffing projects. In the Department of Justice, sixteen new positions were created and staffed in direct response to needs of the Young Offenders Act. Several new positions were also staffed in the newly created division of Home Care & Support of the Department of Health & Social Services.

A number of senior administrative positions were staffed during the year including the Director of Legal Services, Director of Livestock and Veterinary Services, Director of Home Care and Support, Director of Community Mental Health and Director of Occupational Health and Safety.

The Branch was also involved in the development and administration of two major programs. In August, an Affirmative Action Program for the Disabled was announced. This program, designed to increase the participation rate of the disabled in the civil service, allows for special efforts to be made in the recruitment and placement of disabled individuals.

The second intiative is the Temporary Assignment Program which affords em-

ployees the opportunity to experience a job change, to develop skills and to explore new career paths. This voluntary program commenced in April, and during the year, ten employees were assigned under the program. The assignments vary in length from three months to one year. Employees are assisting with special projects, increased workloads or filling in for regular staff duties during special leaves.

A comprehensive review of the entire staffing process was carried out to determine the need for modifications to the system. The review committee made valuable suggestions towards increased efficiency and effectiveness, and at year end, several recommendations were proceeding towards implementation. Special thanks go to Verna Bruce, Department of Health & Social Services, who co-ordinated the study and Judith Love of Transport Canada who provided consultation assistance.

STAFFING STATISTICS

Competitions:	
Open	106
Closed	63
Total	169
Applications received	5386
Applicants interviewed	2130
Applicants qualifying in selection interviews	68%
Applicants appointed to positions	437
Transfers	13

RECRUITMENT

169 competitions were conducted in 1985; 106 were open competitions, while 63 were in-service competitions, available to classified civil servants.

The Branch is responsible for processing all applications for employment: 5386 applications were received in 1985. Of the applications received, 3110 were in response to advertisements, while 2276 were unsolicited applications.

An average of 18 applications were received per competition, and an average of 13 persons were interviewed per competition.

MALE AND FEMALE APPLICANTS BY OCCUPATIONAL CATEGORY

Occupational Category	Male	Female	Total
Administrative	357	380	737
Administrative Support	58	507	565
Operational	596	496	1092
Professional	243	264	507
Technical	122	58	180
Excluded	15	14	29
TOTAL	1391	1719	3110

SELECTION

2,130 candidates were invited to participate in selection examinations and/or oral interview boards.

Candidates invited to participate in competitions requiring only oral interviews were placed in three categories: Passed, Failed, or Did Not Appear. In 1985, 58% passed, 27% failed, and 15% did not appear.

PLACEMENT

During 1985, the Staffing Branch made 356 probationary appointments to classified positions and 65 appointments to temporary jobs.

APPOINTMENTS

Occupational Category	Male	Female	Total
Administrative	25	22	47
Administrative Support	7	81	88
Operational	58	138	196
Professional	31	48	79
Technical	16	8	24
TOTAL	137	297	434

NOTE: 3 excluded appointments made the final total 437.

TRANSFERS

The Branch endeavours, whenever possible, to find suitable positions for em-

ployees seeking a change in job or work environment. This year 70 requests for transfer were received and 13 transfers were arranged.

SECONDMENTS

Secondments are temporary transfers for a specified period either to provide expertise for a department or to provide a more varied work experience for an employee.

The Branch facilitates all requests for secondments, and 11 were arranged during 1985.

GENERAL

Efforts continued to ensure that a ready supply of qualified candidates are available for high-turnover positions.

The Branch responded to requests to address students regarding employment opportunities with the Province. Staffing Officers spoke to classes of Registered Nurses, Licensed Nursing Assistants and Resident Care Workers.

The practice of conducting selection interviews at the Government Office or Regional Service Centre in the area where the vacant position is located was continued during the year.

REGIONAL ACTIVITIES

An Atlantic Staffing Conference was hosted in June by our Commission with assistance from the Council of Maritime Premiers. Representatives from the Governments of the four Atlantic Provinces and the Council of Maritime Premiers met to share ideas and to discuss topics of common concern.

The Directors of Staffing, on behalf of the Chairmen of the three Maritime Civil Service Commissions, continue to meet as an Appointments Review Committee to audit the staffing activities of the Council of Maritime Premiers.

STAFF RELATIONS BRANCH

CLASSIFICATION

It is a Commission responsibility to classify positions in the civil service, and to maintain a classification plan for these positions. This function ensures that all positions having similar levels of responsibility are assigned to the same classification. This allows the same compensation to be paid to all positions within the same classification, and provides a basis for proper organization structure.

This year 56 proposed positions were evaluated and classified.

The Commission studied and issued decisions on the classification level of 192 existing positions. Of these, 7 were downgraded to a lower classification, 110 were confirmed at their present level and 75 were upgraded. Eight casual jobs were also reviewed.

The Commission also reviews the classification level of each vacant position before staffing procedures take place. The employer submits an up-dated job description, and the classification is audited and verified prior to the position being filled.

Currently under study are 175 professional nursing positions throughout the service. The Commission is also studying the classification structure of the County Addiction Agencies, at the request of the central office of Addiction Services.

The last classification review of the entire civil service took place in 1969. It is generally accepted that a review should be conducted every five years in order to correct positions that may be over or under classified, and which have not been brought to the attention of the Commission. The Commission is desirous of updating and streamlining the classification system which could also reduce the number of classifications and provide more flexibility in assigning employees for career development purposes. Several courses of action to achieve this objective are under consideration.

CLASSIFICATION APPEALS

The Civil Service Act Regulations provide for a Classification Appeal Board to hear appeals against a decision of the Commission regarding the classification of positions. Either the Deputy Head or the permanent employee may appeal. The decision of the Board is binding on all parties. During the year the Board heard twenty-five appeals; one was granted in favour of the appellant and the Commission's decision was upheld in the other twenty-four. (See Appendix "A" for Composition of Board)

DOWNWARD RECLASSIFICATION

Because of a concern for the effect on incumbents of positions which lose some of their responsibilities due to organizational change, the Commission recommended a change in the Regulations regarding downward classifications. Executive Council approved the amendment, effective October 12, 1985, and the regulation now reads:

> "An employee whose position is reclassified to a classification with a lower maximum rate of pay than the employee's current rate of pay, shall retain the current rate of pay until such time as the rate for the new classification matches the current rate."

PAY RESEARCH

The Commission maintains a comprehensive library of compensation information from across Canada, by participating in the exchange of information and data with other provinces and the federal government. This information is used in preparation for negotiations on behalf of the Government.

COLLECTIVE BARGAINING

The two-year agreement negotiated in 1984 provided for a salary increase of $870 for each full-time employee in 1985-86.

ADJUDICATION

With the addition of provisions in the collective agreement to resolve grievances by adjudication, the Grievance Review Board became redundant. Amendments were made to the Regulations to disband it, as well as to provide adjudication procedures for excluded employees.

STAFF DEVELOPMENT AND TRAINING BRANCH

The mandate of the Staff Development and Training Branch is to assist departments and employees to improve the efficiency and effectiveness of Government services.

The major objectives of the Branch are to:

(i) provide appropriate staff development and training programs and other interventions, and

(ii) assist departments in planning, implementing and assessing organizational change.

To reach these objectives, the operations of the Branch include:

* staff training programs
* career planning services
* tuition reimbursement program
* public administration program
* organizational development consulting services.

TRENDS

The Branch responded to an increased demand for training and development programs along with requests for organizational development assistance. In-Service Training increased 8% as a result of special courses requested by individual work units. Tuition Reimbursement increased by 4% with greater participation in the public administration program and the Symposium '85 program offered by Department of Health & Social Services. (See Appendices "I", "J", and "K")

SEMINAR LEADERS

While staff of the Branch act as the resource for the majority of programs, staff of other departments continue to be an important source of expertise as seminar leaders on in-service workshops. Sixteen Departmental Staff offered courses on behalf of the branch this year:

- Assertiveness Skills for the Workplace
- Career Management
- Computer Concepts
- Coping With Stress
- Effective Communication
- Employee Benefits
- Employees Helping the Public
- English Grammar Review
- Financial Information Seminar
- Gathering Information Through Interviews
- Operating Audio Visual Equipment
- Organizing Your Work
- Preparing for the Job Interview
- Punctuation
- Role of Administrative Support
- Budget Process
- On-The-Job Safety

The Branch provides support to those employees who offer programs on its behalf. These services include training in instructional techniques and course design, as well as individual consultations in program development.

Certificates of Appreciation were presented to in-service resource people during a Recognition Night.

NEW COURSE OFFERINGS

This year the Branch offered nine (9) new courses:

"Conflict Resolution" - Aimed at increasing awareness of conflict and ways of managing it as a productive force.

"Career Planning" - Designed to assist employees in the development of a personal career plan and a support system to assist in fulfilling these goals.

"Problem Solving" - Designed to assist supervisors to develop and use problem solving skills.

"Effective Presentations" - Develops the skills required to make effective stand-up presentations.

"Role of Admin. Support" - Designed to give administrative support staff an opportunity to examine their present and future roles.

"Effective Delegation" - Designed to help supervisors and managers develop a better understanding of the delegation process and to identify effective delegation skills.

"Effective Meetings for Senior Managers" - This program assists managers to plan time-saving and effective meetings.

"Supervisor and the Addicted Employee" - Designed to provide supervisors with the information and skills necessary to deal appropriately with an addicted employee.

"Reviewing the Probationary Employee's Performance" - To assist supervisors to understand their role in assessing the probationary employee.

PUBLIC ADMINISTRATION PROGRAM

This program, offered through the Extension Department of the University of Prince Edward Island, had 9 additional provincial government employees enroll in 1985. Total participation in this program now stands at 98.

This year eight employees received Diplomas and one employee received a Certificate, bringing the total number of graduates since 1974 to 81.

SPECIAL COURSES

In addition to our 60 regularly scheduled courses, the Branch responded to approximately 60 requests to offer/fund courses designed to meet particular training needs (Appendix "K").

CONSULTING SERVICES

The Branch placed a priority on providing assistance to departments in the form of consulting services. The response has been excellent, with consulting interventions offered in the areas of Performance Appraisal, Time Management, Confidentiality and Professionalism, On-The-Job Safety, Dealing with the Public and Supervision.

COURSE LOCATIONS

The Branch continued its policy of offering courses at various locations in the province, and 16 were conducted outside the Charlottetown area. The response was extremely positive from all centres with a further demand to continue offerings on this basis.

PERSONNEL ADMINISTRATION BRANCH

The purpose of the Personnel Administration Branch is to ensure that employees are treated fairly and equitably by a centralized review of activities covered by the Civil Service Act, Regulations, and the Collective Agreement.

The major objectives of the Branch are:

(i) to monitor personnel activities of Departments and Agencies to ensure compliance with policy;

(ii) to develop personnel policies, and

(iii) to provide assistance and advice on personnel matters.

These objectives are achieved through the following operations:

- monitoring of personnel and payroll systems
- operating the computerized human resource information system
- maintaining the personnel administration manual
- providing advice to supervisors and managers in personnel administration
- interpreting the Civil Service Act, Regulations and Collective Agreement

- counselling supervisors and employees on problems that affect work performance.
- maintaining employee personnel records

WORKERS' COMPENSATION

The Branch is responsible for coordinating the Workers' Compensation Program for the Government as an employer. During this year, 150 claims for injury on duty were approved under the Workers' Compensation Act. In addition, the Branch has 150 outstanding claims. (See Appendix "B")

The Government reimburses the Workers' Compensation Board for payments made on behalf of its employees, as well as an administration fee. These costs amounted to $734,500 in 1985, an increase of 58% over 1984.

In addition, the employer reimburses the injured employee with the difference between the employee's regular salary and the amount payable under Workers' Compensation.

ALCOHOLISM REHABILITATION

The Commission is responsible for the administration of the Alcoholism Rehabilitation Program which provides employees with an opportunity for treatment in relation to problem drinking, alcoholism or drug addiction. Seventeen (17) employees were involved in the program during 1985.

DISCIPLINE

While discipline is the responsibility of the individual Deputy Head, the Commission monitors such action to ensure that it is administered consistently within the civil service. Disciplinary action in the form of written reprimands and suspensions occurred in nineteen (19) cases.

One employee was dismissed and two employees were rejected during their probationary period.

ESTABLISHMENT

The Branch maintains control over the established positions in the civil service. The Civil Service Establishment is shown in Appendix "C".

PROFILES OF THE CLASSIFIED SERVICE

A series of Appendices (D-H) provides a breakdown of the classified service by various categories.

PERSONNEL INFORMATION SYSTEM

The Branch is redesigning the Human Resource Information System to simplify access to information, as well as to provide a more sophisticated level of information retrieval. With the assistance of the Computer Services Division the Branch has implemented a MAPPER data base system, in order to expand the usable computerized information available for specific personnel requirements. Information on employees' previous work experience and education and training can now be combined with data on classifications, accounts and rates of pay to provide complete employee profiles. The Branch plans to use MAPPER to produce reports for statistical purposes, for internal use in various personnel functions, and for responding to information requests from other departments and agencies.

APPENDIX "A"

CLASSIFICATION APPEAL BOARD

Chairman	Mr. E. W. Lawlor
Alternate Chairman	Ms. C. E. Carmody
Members	Ms. L. E. Thompson Mr. W. B. White
Alternate Members	Ms. E. B. MacLeod Mr. T. W. Doyle

APPENDIX "B"

WORKERS' COMPENSATION
January 1, 1985 to December 31, 1985

INJURY ON DUTY CLAIMS

DEPARTMENT	Claims	Days Claimed
Agriculture	1	17
Community & Cultural Affairs	1	4
Health & Social Services	70	1,063.25
Justice	1	11
Liquor Control Commission	8	179.50
Transportation & Public Works	69	1,246.50
TOTAL	150	2,521.25

COSTS

Administration	$ 82,609.26
Compensation	114,994.51
Injury on Duty	217,304.05
Lump Sum	17,052.12
Medical Aid	162,233.61
Pension	140,284.90
TOTAL	$734,478.45

LENGTH OF CLAIMS

Number of Days Claimed	Number of Claims
1	21
2	7
3	14
4	18
5	13
6-9	25
10-19	26
20-49	16
50-99	6
100+	8
TOTAL	150

COST OF CLAIMS

Cost	Number of Claims
$ 0 - $ 99	22
$ 100 - $ 199	18
$ 200 - $ 299	20
$ 300 - $ 399	16
$ 400 - $ 499	12
$ 500 - $ 999	29
$1,000 - $1,999	15
$2,000 - $2,999	5
$3,000 - $3,999	0
$4,000+	13
TOTAL	150

APPENDIX "C"

CIVIL SERVICE ESTABLISHMENT

DEPT./AGENCY	EXEC. DIVISION	CLASSIFIED DIVISION						CASUAL DIVISION EMPLOYEES							TOTAL
		EMPLOYEES			VACANT POSITIONS			TEMPORARY		RELIEF		CONTRACT	STUDENT	TOTAL	
	EMPLOYEES	F.T.	P.T.	TOTAL	F.T.	P.T.	TOTAL	F.T.	P.T.	F.T.	P.T.			CASUAL DIVISION	EMPLOYEES
Agriculture	3	134	22	156	10	4	14	15	1	5	0	1	0	22	181
Community & Cultural Affairs	1	77	12	89	3	1	4	2	2	3	0	1	0	8	98
Education	1	68	23	91	4	6	10	4	14	3	4	8	0	33	125
Energy & Forestry	1	50	0	50	2	0	2	26	0	1	0	0	0	27	78
Finance & Tourism	3	157	0	157	13	0	13	15	1	3	0	2	1	22	182
Fisheries & Labour	1	27	0	27	4	0	4	3	0	0	0	0	0	3	31
Health & Social Services	1	987	342	1329	81	30	111	36	6	98	39	4	2	185	1515
Industry	0	56	1	57	2	1	3	4	0	1	0	0	0	5	62
Justice & Attorney General	1	135	4	139	17	0	17	2	0	32	0	3	1	38	178
Trans. & Public Works	1	468	66	534	23	7	30	347	0	29	0	3	1	380	915
Addiction Services (Central)	0	5	0	5	0	0	0	0	0	0	0	1	0	1	6
Auditor General	1	17	0	17	3	0	3	0	0	0	0	0	0	0	18
Civil Service Comm.	1	14	4	18	4	0	4	1	0	1	0	0	0	2	21
Energy Corporation (Central)	0	2	0	2	0	0	0	0	0	0	0	2	0	2	4
Executive Council	10	9	1	10	5	0	5	0	0	0	0	3	0	3	23
Hospital & Health (Services Comm.)	1	57	0	57	6	0	6	5	0	0	0	0	0	5	63
Housing Corporation	0	46	0	46	1	0	1	2	0	2	0	0	0	4	50
Land Development Corp.	1	5	2	7	1	0	1	0	0	0	0	0	0	0	8
Land Use Commission	1	0	4	1	0	0	0	0	0	0	0	0	0	0	2
Legislative Assembly	5	0	0	0	0	0	0	0	0	0	0	0	0	0	5
Lending Authority	1	17	3	17	2	0	2	1	0	0	0	0	0	0	18
Liquor Control Comm.	1	108	0	108	3	0	3	9	0	1	0	0	1	11	120
Museum & Heritage	0	9	0	13	1	4	5	1	2	0	0	0	0	3	16
Public Utilities	1	8	0	8	1	0	1	0	0	0	0	0	0	0	9
Treasury Board	1	8	0	11	0	0	0	0	0	0	0	0	0	0	12
Workers' Compensation	1	14	0	14	2	0	2	0	0	0	0	0	0	0	15
TOTAL	38	2478	485	2963	188	53	241	473	26	179	43	28	6	754	3755
TOTAL THIS DATE LAST YEAR	43	2452	475	2927	179	69	248	403	52	151	33	25	4	668	3638

APPENDIX "D"

EMPLOYMENT BY JOB CATEGORY AND SEX
CLASSIFIED CIVIL SERVICE

CATEGORY	EMPLOYEES				VACANT POSITIONS	TOTAL POSITIONS
	#		%			
	MALE	FEMALE	MALE	FEMALE		
Administrative	361	188	66%	34%	48	597
Administrative Support	58	442	12%	88%	55	555
Operational	567	732	44%	56%	95	1394
Professional	153	266	37%	63%	36	455
Technical	160	36	82%	18%	7	203
TOTAL	1299	1664	44%	56%	241	3204

APPENDIX "E"

SEPARATIONS BY JOB CATEGORY AND SEX
CLASSIFIED CIVIL SERVICE

CATEGORY	Retirements		Resignations		Lay-Offs		Dismissals		Deaths		Totals	
	M	F	M	F	M	F	M	F	M	F	M	F
Administrative	7	0	4	6	2	2	0	0	1	0	14	8
Administrative Support	0	7	0	18	3	0	0	1	0	0	3	26
Operational	14	5	11	54	5	8	1	0	3	0	33	67
Professional	0	0	12	12	0	0	1	0	0	1	13	13
Technical	2	0	3	0	0	0	0	0	3	0	8	0
TOTAL	23	12	30	90	10	10	2	1	7	1	72	114

APPENDIX "F"

AGE PROFILE OF CLASSIFIED CIVIL SERVICE

AGE	MALE	FEMALE	TOTAL	%
Under 25	28	80	108	3.6%
25 - 34	311	567	878	29.6%
35 - 44	430	530	960	32.4%
45 - 54	316	318	634	21.4%
55 - 64	214	169	383	13.0%
TOTAL	1299	1664	2963	100.0%

APPENDIX "G"

SALARY PROFILE OF CLASSIFIED CIVIL SERVICE

	Number		Percentage		Total	
SALARY*	Male	Female	Male	Female	Total	%
Under $15,000	30	364	8%	92%	394	13%
$15,000 - 19,999	338	785	30%	70%	1123	38%
$20,000 - 24,999	281	226	55%	45%	507	17%
$25,000 - 29,999	230	172	57%	43%	402	14%
$30,000 - 34,999	168	64	72%	28%	232	8%
$35,000 - 39,999	111	33	77%	23%	144	5%
$40,000 - 44,999	75	14	84%	15%	89	3%
$45,000 and over	66	6	92%	8%	72	2%
TOTAL	1299	1664			2963	100%

* The salary figure is the employee's regular salary for time worked in the year.

The number of employees shown includes both full-time and part-time employees.

APPENDIX "H"

MALE/FEMALE PROFILE BY DEPARTMENT & AGENCY

CLASSIFIED CIVIL SERVICE

DEPARTMENT/AGENCY	MALE	%	FEMALE	%	TOTAL
Agriculture	96	62%	60	38%	156
Community & Cultural Affairs	78	76%	24	24%	102
Education	23	25%	68	75%	91
Energy & Forestry	39	78%	11	22%	50
Finance & Tourism	87	55%	70	45%	157
Fisheries & Labour	14	52%	13	48%	27
Health & Social Services	227	17%	1,102	83%	1,329
Industry	29	51%	28	49%	57
Justice & Attorney General	82	59%	57	41%	139
Transporation & Public Works	440	82%	94	18%	534
Addiction Services (Central)	3	60%	2	40%	5
Auditor General	9	53%	8	47%	17
Civil Service Commission	5	28%	13	72%	18
Energy Corporation (Central)	1	50%	1	50%	2
Executive Council	2	20%	8	80%	10
Hospital & Health Services	12	21%	45	79%	57
Housing Corporation	32	70%	14	30%	46
Land Development Corporation	6	86%	1	14%	7
Land Use Commission	0	0%	1	100%	1
Lending Authority	11	65%	6	35%	17
Liquor Control Commission	84	78%	24	22%	108
Public Utilities	4	50%	4	50%	8
Treasury Board	6	55%	5	45%	11
Workers' Compensation	9	64%	5	36%	14
TOTAL	1,299	44%	1,664	56%	2,963

APPENDIX "I"

STAFF DEVELOPMENT & TRAINING

TRAINING SUMMARY 1985

PARTICIPATION BY DEPARTMENTS/AGENCIES

DEPARTMENT AND/OR AGENCY	NUMBER OF EMPLOYEES	
	In-Service Training	Tuition Reimbursement
Agriculture	38	8
Auditor General	4	1
Civil Service Commission	32	11
Community & Cultural Affairs	23	12
Education	34	4
Energy & Forestry	17	4
Finance & Tourism	48	33
Fisheries & Labour	14	5
Health & Social Services	344	351
Hospital & Health Services	2	2
Industry	41	11
Justice	35	15
Lending Authority	2	4
Liquor Control Commission	14	3
P.E.I. Development Agency	2	0
P.E.I. Museum & Heritage Foundation	6	2
Transportation & Public Works	89	22
General Hospitals	9	0
Other	67	1
TOTAL	821	489

APPENDIX "J"

STAFF DEVELOPMENT & TRAINING

IN-SERVICE TRAINING PROGRAMS - 1985

	No. of Courses	No. of Participants Male	No. of Participants Female	Training Days	Participant Training Days
Operating Audio Visual Equipment	1	3	5	1	8
Preparing For Your Retirement	2	8	14	2	44
Developing/Presenting In-Service Workshops	1	4	4	2	16
Discipline: "A Management Skill"	1	4	5	2	18
Orientation to Government	5	27	36	1	63
Assertiveness Skills for the Workplace	2	4	20	1	24
Writing Effective Letters and Memos	2	5	24	1	29
Effective Meetings	1	5	10	2	30
Budget Process	1	4	27	1	31
Motivating Employees Through Leadership	1	5	2	2	14
Computer Concepts	3	7	39	1	46
Performance Appraisal Interviewing Skills	2	8	14	3	66
Financial Information System	1	5	10	1	15
English Grammar Review	1	5	10	3	45
The New Supervisor	3	16	31	2	94
Career Management	1		13	1	13
Instructional Techniques	2	11	7	2	36
Instructional Techniques	1	2	9	3	33
Coping With Stress	2	5	23	2	56
Employees Helping the Public	1	9	14	1	23
Employment Interviewing Workshop	1	4	8	3	36
How To Train Your Staff	2	4	10	2	28
Conflict Resolution	1	6	5	2	22
On-The-Job Safety	2	16	2	1	18
Punctuation	2	6	17	2	46
Preparing For The Job Interview	1	1	12	1	13
Human Relations	1	1	11	3	36
The Supervisor & The Addicted Employee	1	12	6	1	18
Organizing Your Work	1	2	7	1	9
Effective Communication	1	3	8	1	11
The Management Process	1	3	7	3	30
Increasing Unit Productivity Through Job Rotation	1	1	9	1	10
Employee Benefits	1	3	16	1	19
Role of Admin. Support	1		13	1	13
Maintenance Management Seminar	1	16		3	48
Know Your Collective Agreement	8	58	100	.5	79
TOTAL	60	273	548		1140

APPENDIX "K"

SPECIAL COURSES CONDUCTED OR FUNDED BY STAFF DEVELOPMENT & TRAINING BRANCH

	No. of Courses	No. of Participants	Training Days	Participant Training Days
Orientation (Riverview Manor)	1	9	1	9
Exploring Options for Performance Appraisal	1	14	9.5	7
New Group Insurance Plan	3	163	.5	81.5
Social Skills & Sexuality for Pre-Teens & Adolescents	1	3	1.5	4.5
Mapper Course	5	19	5	95
I.P.S. (Computer Services)	1	12	5	60
D.P.S. (Computer Services)	1	10	5	50
Maximizing Performance	1	8	2	16
Symposium '85	1	61	2.5	152.5
Team Training Workshop (Beach Grove)	1	13	10	130
Performance Appraisal (Colville Manor)	1	5	1	5
Instructional Techniques (Industry)	1	11	2	22
Marketing Meeting (Tourism)	1	15	.5	7.5
Provincial Recreation Professionals Workshop	1	16	1	16
Time Management (Education)	1	11	.5	5.5
Time Management (Planning Technicians - C&CA)	2	6	.5	3
Time Management (Bldg. & Develop. Service Unit - C&CA)	2	13	.5	6.5
Orientation (Wedgewood Manor)	1	40	.5	20
Orientation (Wedgewood Manor)	1	47	.5	23.5
Confidentiality & Professionalism (Maplewood)	1	12	.5	6
On The Job Safety	7	70	.5	35
Financial Information Executive Seminar	3	47	.5	23.5
Basic Supervision (Summerset Manor)	1	6	1	6
How To Train Your Staff (T&PW)	1	12	2	24
Preparing For A Job Interview (Holland College-Resident Care Worker Course)	1	10	.5	5
Dealing With The Public (Agriculture)	1	5	.5	2.5
Dealing With The Public (Housing)	3	44	.5	22
Dealing With The Public (Tourism)	1	37	.5	18.5
Diabetes Update (H&SS)	1	33	1	33
Blended Stepfamilies (H&SS)	1	31	2	62

The Myths, Needs of Youth; Implications For Living-Working	1	24	1	24
Family Meditation Training Seminar (H&SS)	1	18	1	36
Failure To Thrive	1	20	1	20
Office Automation Seminar	1	33	1	33
Intellectual Freedom/Censorship (Education)	1	30	2	60
Grieving Workshop (H&SS)	1	40	1	40
How To Better Meet The Needs of Elderly Clients (H&SS)	1	50	2	100
Maternal Health Nursing Workshop (H&SS)	1	20	1	20
Motivation of Clientele (Agriculture)	1	30	.5	15
The Supervisor & The Addicted Employee	1	25	1	25
Developing Marketing Plans That Work (Agri.)	1	20	2	40
Nutrition & Aging Workshop	1	7	1	7
TOTAL	60	1100		1372

DECEASED

The Commission recognizes the service and contribution of the following employees who died in 1985. We join their fellow employees in extending our sympathy to their families:

Burke, John - Transportation & Public Works
Coady, John - Transportation & Public Works
MacIntyre, Donald -Transportation & Public Works
MacNutt, Catherine - Health & Social Services
Peterson, George - Transportation & Public Works
Proctor, George - Liquor Control Commission
St. Germain, Philip - Transportation & Public Works
Trainor, Glen - Transportation & Public Works